



MANPOWER,  
RESERVE AFFAIRS  
AND LOGISTICS

ASSISTANT SECRETARY OF DEFENSE  
WASHINGTON, D. C. 20301

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610.S3

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THIS TRANSMITTAL SHEET IS TO BE FILED  
PRECEDING FPM SUPPLEMENT 990-2

CPM Supplement 990-2, HOURS OF DUTY, PAY, AND LEAVE, ANNOTATED

CPM Supplement 990-2 is issued herewith.

1. Add new pages as indicated below immediately preceding Subchapter S3., FPM Supplement 990-2, Book 610:

<u>CPM Identification</u>	<u>Insert Pages</u>	<u>Explanation of Changes</u>
610.S3	1 - 3	Establishes provisions for administrative dismissals of employees.

2. This transmittal sheet is to be filed immediately preceding FPM Supplement 990-2.

Attachments

**DTIC**  
**ELECTE**  
**MAR 07 1995**  
**S G D**

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S3-1. General Authority

a. Closing an Activity. Commanders are authorized to close all or part of an activity consistent with the policy outlined in this subchapter and to excuse employees administratively. Such instances will be made a matter of record at the activity. This authority does not extend to periods of interrupted or suspended operations that can be anticipated sufficiently in advance to permit arranging for assignment to other work or the scheduling of annual leave.

c. Coordination between Activities. In geographical areas (defined as areas within which employees normally commute to work) where the conditions affect more than one Defense activity, the commander of the activity employing the largest number of civilian employees shall make the determination if an emergency exists and assess its impact on the employees, using the guidelines in FPM Supplement 990-2, Book 610, Appendix A. Decisions by other individual commanders within the geographical area at variance with the decision of the major geographical area commander must be coordinated with the latter.

d. Limitation on Authority to Dismiss Employees Without Charge to Leave.

(1) When normal operations of an activity are interrupted by events beyond the control of management or employees, commanders may excuse employees for two consecutive workdays. When the circumstances continue to prevent employees from returning to work at the end of two workdays, commanders may authorize excused absence not to exceed three additional workdays. In arriving at a decision to close all or part of an activity, commanders shall:

(a) Consider the practice of private employers in the community.

(b) Provide for liberal use of annual and sick leave in individual cases. For example, before considering any group dismissal because of temperature extremes, grant leave to employees with chronic medical conditions which, according to the written advice of their attending physician, could be aggravated by temperature extremes.

(c) Assure that group dismissals of employees in connection with extreme weather conditions are authorized only in exceptional instances where working or commuting conditions are intolerable and health of employees is endangered.

(2) When, because of planned managerial reasons, the closing of all or part of an activity is required for short periods of

time, employees will be notified no less than one full work shift in advance and will be required to take annual leave unless leave without pay is requested.

(3) Group dismissal authority will not be used to create a holiday.

S3-3. Effect of Dismissal

The guidance in Appendix A will be used to determine under what conditions a charge to annual leave or excused absence is appropriate.

S3-4. Miscellaneous Provisions

a. Non-U.S. Citizen Employees. At activities located in foreign countries, non-U.S. citizen employees will observe the holidays identified in the approved employment regulations of the activity. When such activities are closed on U.S. holidays, non-U.S. citizen employees who are not required for essential duties should be placed on annual leave or administratively excused, depending upon the requirements of the existing agreement with the host government, or in the absence of such agreement, in accordance with the existing practice by U.S. Government employers in the country.

b. Specific Procedures for Metropolitan Washington, D. C. Each military department is responsible to establish procedures for notifying its activities in the metropolitan Washington, D. C., area when early release of employees is authorized by the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), the heads of military departments, and the Directors of Defense agencies.

c. Energy Shortages. The following or similar temporary measures to conserve fuel should be considered to continue operations and avoid the need for closure:

(1) Worksites should be consolidated using fewer buildings. Local plans of action should identify buildings which can be heated most economically.

(2) Because of the nature of their work, some employees could be authorized to perform assigned work at home.

(3) Mission and workload requirements should be examined to identify any areas in which single workshifts could be used.

(4) Overtime and weekend work should be limited to critical, mission-essential operations.

(5) Custodial services should be scheduled, if practical, during daytime.

(6) Workhours should be changed to take maximum advantage of daylight hours.

(7) The number of employees who work irregular hours should be held to a minimum.

(8) Employees could be detailed to other useful work either at the activity or at other Federal activities in the area.

(9) The work schedule could be changed in that GS employees work four 10-hour days and take compensatory time on the 5th day. However, GS employees paid at or below the maximum rate of GS-10 must request voluntarily compensatory time or must receive overtime pay. Wage Grade employees must be paid overtime and may not use this option. (Under flex-time experiments, overtime payments may not be necessary.)

d. Labor Disputes in Private Plants. When employees are prevented from working because of temporary shut-downs due to labor disputes at a private plant to which they are assigned, every effort will be made to assign them to other work. If that is not possible, such employees may be dismissed without charge to leave for a maximum of 5 days.

e. Planned Shutdowns in Private Plants. When private plants are to be closed based on a planned shutdown (e.g., Christmas or other scheduled holiday period), employees should not be dismissed without charge to leave, but should be carried in an appropriate leave status (e.g., annual leave or leave without pay).